

**MILLOM SCHOOL – EXTERNAL EXAMINATIONS –  
INSTRUCTIONS TO CANDIDATES**

1. **ALL ATTENDANCES AT SCHOOL MUST BE IN SCHOOL UNIFORM.**
2. It is YOUR responsibility to use the examination timetable and be at the examination room at least 15 MINUTES BEFORE the starting time. Late arrivals will be reported to the examination board and in some cases may not be allowed to take the examination.
3. YOU MUST NOT take potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or a smartwatch or wrist watch which has a data storage device, notes, bags, books, calculator instructions or cases, etc., to the examination room. Wrist watches are not allowed. No food, drinks or sweets will be allowed in the examination room unless for a particular reason i.e. medical and then only by prior arrangement with Mrs Simm the Examinations Officer. Small water bottles are allowed with a “sports cap” and ALL LABELING REMOVED.
4. Make sure that you have at least one working PEN (black ink only), PENCIL, RUBBER and RULER and that they are carried in a SEE-THROUGH PENCIL CASE. For certain examinations calculators or other equipment are permitted, you must bring these items yourself if you wish to be able to use them in the exam – the school may not have enough equipment in the exam room to be able to loan it to you. Remember it is your responsibility to make sure your calculator meets the awarding bodies’ regulations and to clear anything stored in your calculator.
5. Any candidate taking in notes or a mobile phone (switched on or not) any other unauthorised material, copying, or attempting to cheat in any way must be reported to the Examination Board and may be disqualified from all their exams. You must not attempt to communicate with another candidate in any way. If you need assistance you must put up your hand and wait for the invigilator to come to you.
6. Always read carefully and follow the instructions on question papers and answer books. At the end of each answer leave a space of two lines and rule off if requested in the instructions, before starting the next. Number your answers clearly and record the question numbers you have attempted on the front of your answer book if required.
7. Unless otherwise instructed, all rough work must be done in your answer book and then neatly crossed through with a single line.
8. You must write clearly in BLACK INK. Pencil and coloured pencils should only be used for diagrams and charts. You must not use correcting pens, fluid or tape, erasable pens or blotting paper. **You must not use highlighters or gel pens in your answers.**
9. The School's Centre Number is 42223. Remember this and your own candidate number which is printed on your individual timetable. Complete the details asked for on the front of your answer book.
10. AS/A Level – make sure that, where required, you have used a separate answer book for separate sections.
11. If you use more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Treasury tags may only be used for exam booklets with a punched hole in the top left hand corner. Make sure you add your candidate details to any additional answer sheets you use.
12. You should stay until the end of the examination - use any spare time to check all instructions, questions and your answers.
13. REMEMBER – the rest of the school is working normally. When going to, or coming from an examination, DO NOT DISTURB CLASSES.
14. Seating plans are kept for all examinations. Anyone found to be responsible for marking desks will be required to clean/pay for them to be cleaned.
15. IT IS MOST IMPORTANT THAT YOU READ THE “INFORMATION FOR CANDIDATES” and the other notices issued by the Examination Boards – a copy is in the back of this booklet.
16. EMERGENCY EVACUATION OF THE EXAM ROOM - You will be informed of the evacuation procedures should an emergency arise, at the start of all examinations.

## EXAMINATION RESULTS

- AS/A' Level - Thursday 16 August 2018 – **Year 13 will be issued at 9.00 am in the Library & L12**  
and Year 12 at 10.00 am in the Library
- GCSE - Thursday 23 August 2018 – will be issued between 11.00 and 11.45 am, in the Alex Hall

Your results will not be given to anyone else without a **written request signed by you**. They will **not be given over the telephone**.

If you require your results slip to be posted you must supply a correctly stamped addressed envelope minimum size A5 to Mrs Simm, Examinations Officer before the end of term.

### POST RESULTS SERVICES – are available for:

**Review of marking** – This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script.

**Priority Review of marking – GCE A' level candidates only.** This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. The service is available for externally assessed components of both unitised and linear GCE specifications. It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. Universities and colleges will endeavour to be flexible in keeping places open. However, they can only do so if they are informed of priority reviews of marking that may affect an offer. It is therefore vitally important that candidates inform the relevant universities and colleges as soon as a priority review of marking has been requested.

Please note that Millom School has an internal appeals procedure which is available upon request.

**Access to Scripts** – if you wish the return of your marked examination script(s). There is also a priority service available for GCE AS/A' level and GCSE students to request copy scripts before deciding to lodge an enquiry about results. Please note that you have the right to instruct the school not to request your scripts. Scripts can only be requested on your signed authority.

Please contact Mrs Simm, Examinations Officer, for further information and charges for these services, note that they are only available for a short time after the results are published. Full details will be issued to you with your results.

## EXTERNAL EXAMINATION TIMETABLE 2018 – NOTES

All the information contained in this booklet is available on the school website.

For clarity AS/A' Levels are listed in **bold type**.

Except where stated otherwise all morning exams start 9.05 am and afternoon exams start at 1.15 pm. You should be ready to be seated (with all your equipment in a clear pencil case) at the exam room **no later than 8.50 am for morning exams** and **no later than 1.00 pm for afternoon exams** to ensure that you are seated for a prompt start to the examination. Note when an examination for one hour (or less) is scheduled for the afternoon session starting at 1.15 pm and finishing at 2.15 pm candidates are required to be kept under supervision until 2.30 pm to meet examination regulations. Check all your afternoon exam finishing times carefully as some exams will not be finished in time for you to catch the school bus, you should make other arrangements to travel home on these occasions.

The venue for your examinations is listed on your personal timetable; most of your examinations will be in the Alexandra Hall. **Note carefully the exceptions.** If there are any changes to arrangements on the day of the exam a notice will be published in Reception, always check there first.

\*\*\* You will be issued with your own personal printed timetable with this booklet. **If there is anything that you do not understand, or you have any queries regarding your exams, please contact your Director of Learning, Mr Nunn/Mr Olliver or the Examinations Officer – Mrs Simm immediately.**